

AIFCA DIRECTORS DRAFT Minutes

22nd February 2024

Via MStEam Videoconference



In attendance

Tony Tomlinson MBE
Les Weller
Rob Pearson
Pia Bateman
Will Wright
Julian Gregory
Dave McCandless
Mark Taylor
Tom Hooper
Sam Davis
Robert Clark

The meeting started at 1432

1. Apologies for absence

Mat Mander
Mark Southerton

2. Declaration of interests

Robert Clark Item 6.

3. Minutes of previous meetings

The minutes of the previous Directors meeting were approved.

4. Chairman's announcements

None

5. Progress Report

5a. CHLE project (verbal)

Robert Clark gave an update on the CHLE project, advising Directors that the AIFCA had returned the contract to CEFAS.

5b. AIFCA Business Plan

The Directors discussed the AIFCA business plan and held discussions on the AIFCA communication and publicity. It was agreed to add emphasis to the role of the AIFCA in the predicted spending review. It was agreed that the Directors hold a meeting in April to discuss communication and publicity plans. The Draft Annual Plan was Approved for consideration at the Members Forum.

5c. Review of internal control policies:

The Directors received a report on the existing policies and the changes therein. Members noted the Health and Safety Policy change to reflect working arrangements of the Senior Policy Officer. Members noted the change to the Reserves Policy to reflect the decision of the

Members Forum to adopt an increase in the reserves held on account. The Directors agreed to the adoption of the Procurement Policy, the Equity, Diversity and Inclusion Policy, the Environmental Sustainability Policy and the Information and Information Security Policy.

6. Key Person Insurance

The Chief Officer left the meeting. The Directors discussed the adoption of the Key Person Insurance Policy. The Directors agreed not to proceed with the insurance and to discuss the matter further at their next meeting.

The meeting concluded at 1546